



INDIANA DEPARTMENT OF HOMELAND SECURITY

EQUIPMENT DOCUMENTATION
WEBINAR





Objectives

You will be able to:

- Define equipment
- Document federally funded equipment inventory
- Submit annual documentation requirements to IDHS
- Mark federally funded equipment when practicable





What is equipment?

- Equipment or property is defined as:
 - Tangible, non-expendable property having a useful life of more than one year and an acquisition cost of \$500 or more per unit acquired in whole or in part with grant funds.
 - This definition includes software and software licenses.





Equipment documentation

Spreadsheet or iGMS?

• IDHS is strongly encouraging the use of the iGMS equipment tracking module.





Spreadsheet

- Item description
- Receiving agency
- Type of equipment
- Manufacturer
- Model number
- Serial number
- Award number
- Federal Grant

Number

- Purchase Date
- Purchase Amount
- % funded by Grant
- Issued to:

 (organization and title-holder)
- Condition





Spreadsheet

- Sold or disposed of?
 - If yes, you must answer the next four questions:
 - 1. Fair market value over \$5,000
 - 2. Method of disposal
 - 3. Date of disposal
 - 4. If sold, document the sale price (IDHS needs to be involved with this transaction)

If you are selling an item worth more than \$5,000 that was purchased with federal grant dollars, funding must be returned to the United State Department of Homeland Security through the Indiana Department of Homeland Security.



Epigrand Inventory													Regispered is said or disposed of, it is documented have									
Item	Condition	Agency	Туре	Manf.	Model #	Part #	Serial #	Purchase Date	Purchase amount	% Fund ed by grant	RFE#	Line	organiz	emai	last name	first name	issue date	Disposi tion of the equipm ent y/n	IF YES, is the Fair Market value greater than 5K? y/n	Metho d of dispo sal?		
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Uniqueness of the iGMS Equipment Inventory Module

- Track equipment re-issued by fiscal agent to another agency
- Automatic individual equipment verification process annually
- Walk sub-recipient through disposal process
- Ability to replicate entries
- Gives sub-recipients the ability to assign "readonly" access
- Gives user "issued to me" visibility





IGMS INVENTORY PROCESS



Debris Estimation Spreadsheet



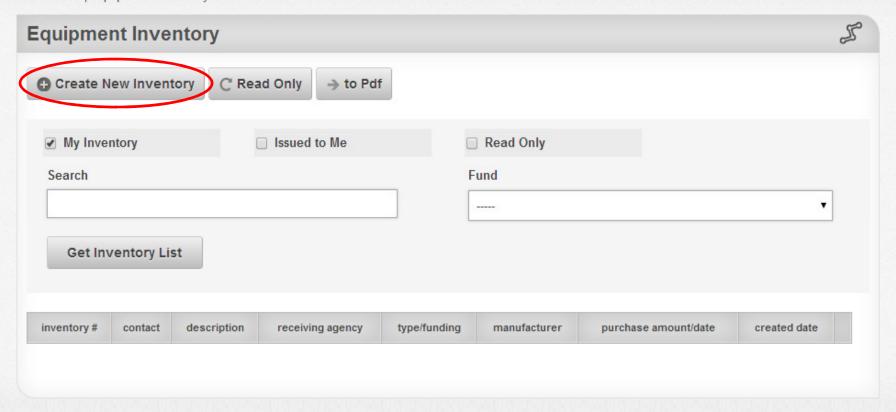
Indiana Department of Homeland Security



M Dashboard

Change Password

Logout





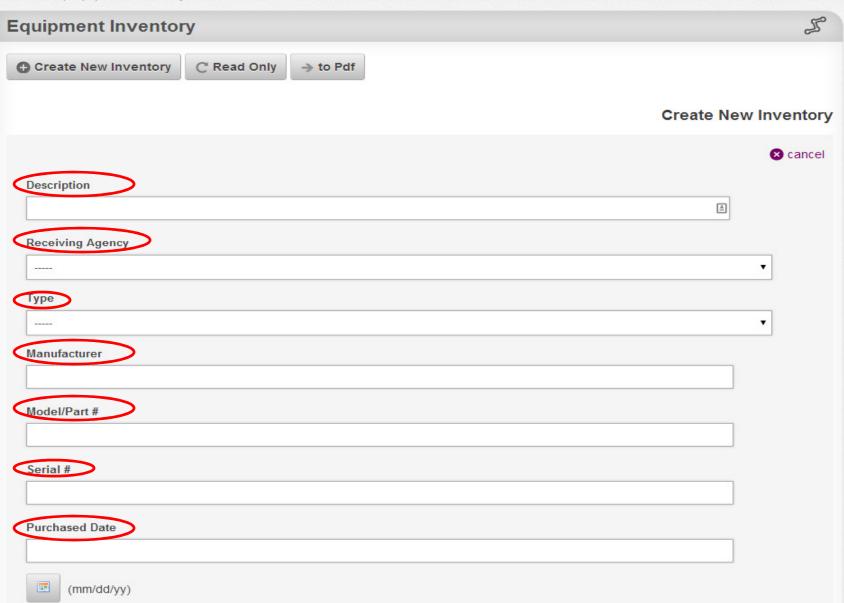
Indiana Department of Homeland Security



Change Password

Contact Info

Logout

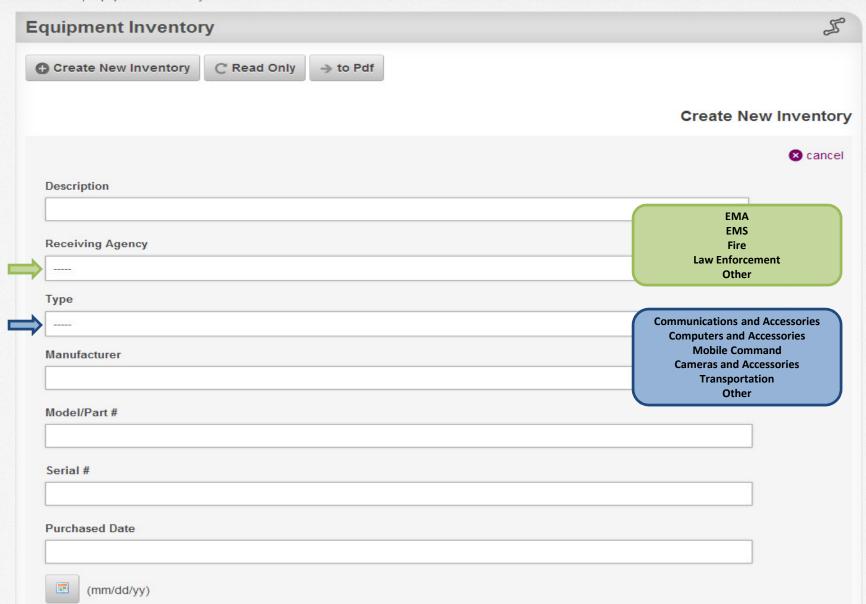




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Logout





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Change Password

Logout

Dashboard | Equipment Inventory | Equipment Inventory 10094

Equipment Inventory #10094



C Replicate

To PDF

AMATUER RADIO TNC MODEM

Contact

EMA Receiving Agency

Type

Communications and Accessories

Manufacturer

Kantronics

James Comer

Condition

good

Model/Part #

Packet Comm 3 plus

Serial #

920595

Purchased Date

02/27/13

Purchased Amount

\$244.00

Notes

link to fund allocation



% funded with grant

tracking id

Receiving Agency EMA Type Communications and Accessories

Manufacturer Kantronics Condition good

Model/Part # Packet Comm 3 plus Serial # 920595

Purchased Date 02/27/13 Purchased \$244.00

Amount

Notes

link to fund allocation

% funded with grant 100.0

tracking id 75389

If tracking id is not known, explain the funding source.

RFE Item TNC Modem.

RFE #47173 - TNC Modem.

Fund 2011 > State Homeland Security Program > LOCAL > Amateur Radio Stations

issued to

Reset

organization EMA EOC

email

firstname

RFE Item TNC Modem.

RFE #47173 - TNC Modem.

Fund 2011 > State Homeland Security Program > LOCAL > Amateur Radio Stations

issued to

organization EMA EOC

email jcomerford@co.monroe.in.us

firstname James

lastname Comerford

issued date 02/27/13

re-issued to

Edit

Has this item been disposed of?

NO 🧪 Edit

According to the Code of Federal Regulations (44 CFR), when original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment must be made.

RFE Item TNC Modem.

RFE #47173 - TNC Modem.

Fund 2011 > State Homeland Security Program > LOCAL > Amateur Radio Stations

issued to

Reset to add or change information



organization EMA EOC

email

firstname James

lastname Comer

issued date 02/27/13

re-issued to



Has this item been disposed of?

NO 🧪 Edit

According to the Code of Federal Regulations (44 CFR), when original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment must be made.

RFE Item RFE Fund	TNC Modem. #47173 - TNC Modem. 2011 > State Homeland Security Program > LOCAL > Amateur Radio Stations	
issued to		
₩ Reset		
organization	EMA EOC	
email		
firstname	James	
lastname	Comer	
issued date	02/27/13	
re-issued to		
department		⊗ Cancel
contact		
Save		

RFE Item TNC Modem.

RFE #47173 - TNC Modem.

Fund 2011 > State Homeland Security Program > LOCAL > Amateur Radio Stations

issued to

organization EMA EOC

email

firstname James

lastname Comer

issued date 02/27/13

re-issued to

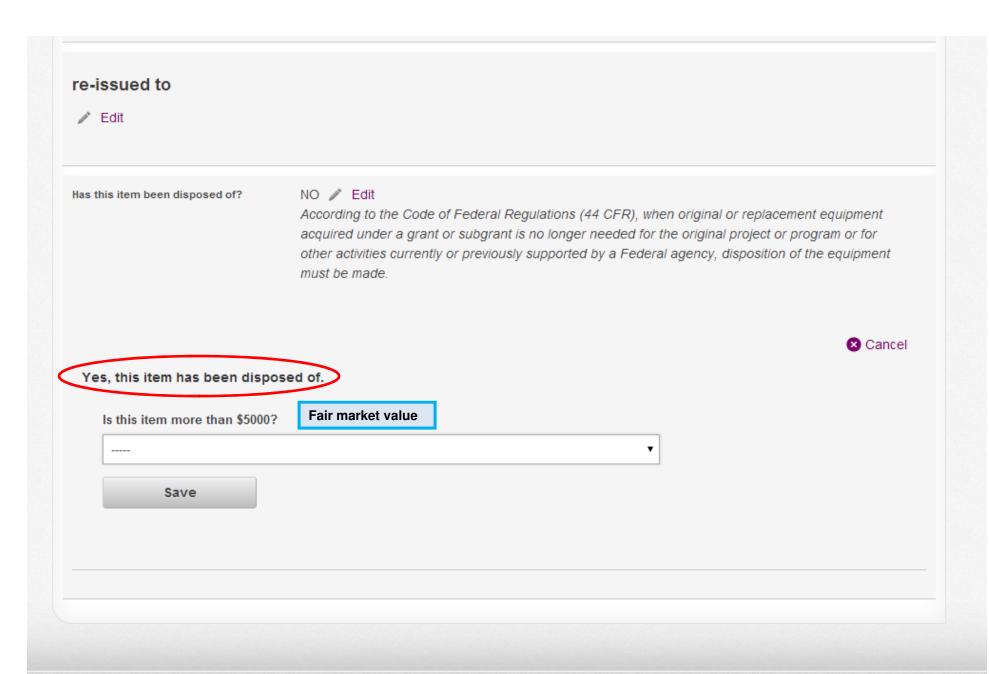
Edit

The default here is no. You must EDIT if your item has been disposed of.

Has this item been disposed of?

NO 🧪 Edit

According to the Code of Federal Regulations (44 CFR), when original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment must be made.



re-issued to Edit NO / Edit Has this item been disposed of? According to the Code of Federal Regulations (44 CFR), when original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment must be made. Cancel Yes, this item has been disposed of. Is this item more than \$5000? YES If you are at this point with a piece of Method of disposal equipment, you need to get further guidance from IDHS Grants Management to make disposed date certain all legal issues are considered. **USDHS** will expect repayment if you sell a (mm/dd/yy) piece of equipment that has a current if sold, sale price? market value of more than \$5,000. Save

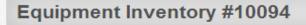




Change Password

Logout

Dashboard | Equipment Inventory | Equipment Inventory 10094







To PDF

AMATUER RADIO TNC MODEM

Contact James Comer

Receiving Agency **EMA** Communications and Accessories Type

Manufacturer Kantronics Condition good

Packet Comm 3 plus 920595 Model/Part # Serial #

02/27/13 Purchased Date \$244.00 Purchased

Amount

Notes

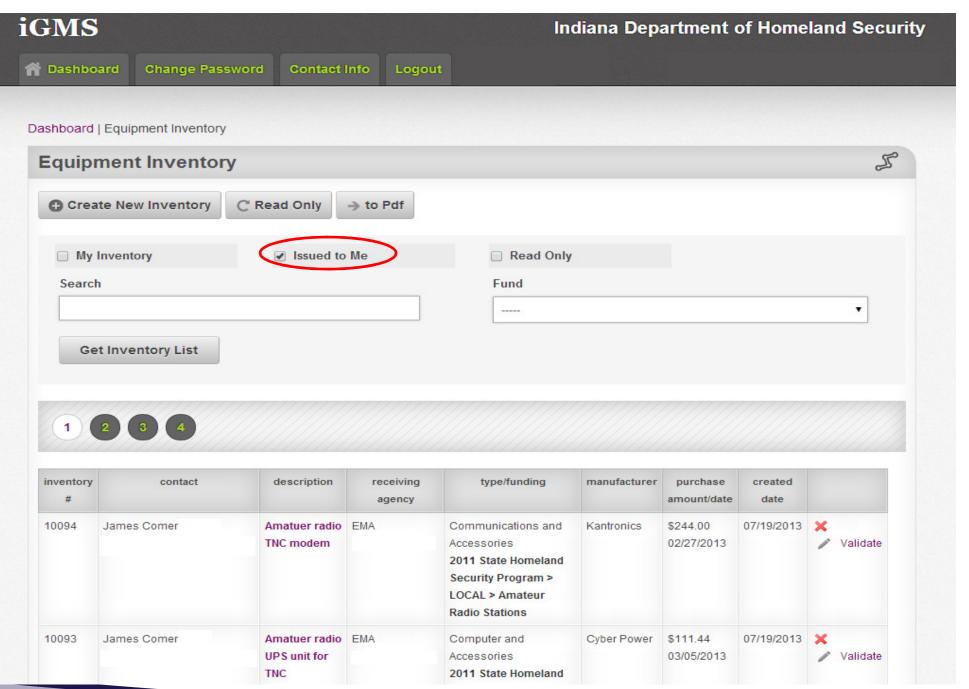
link to fund allocation



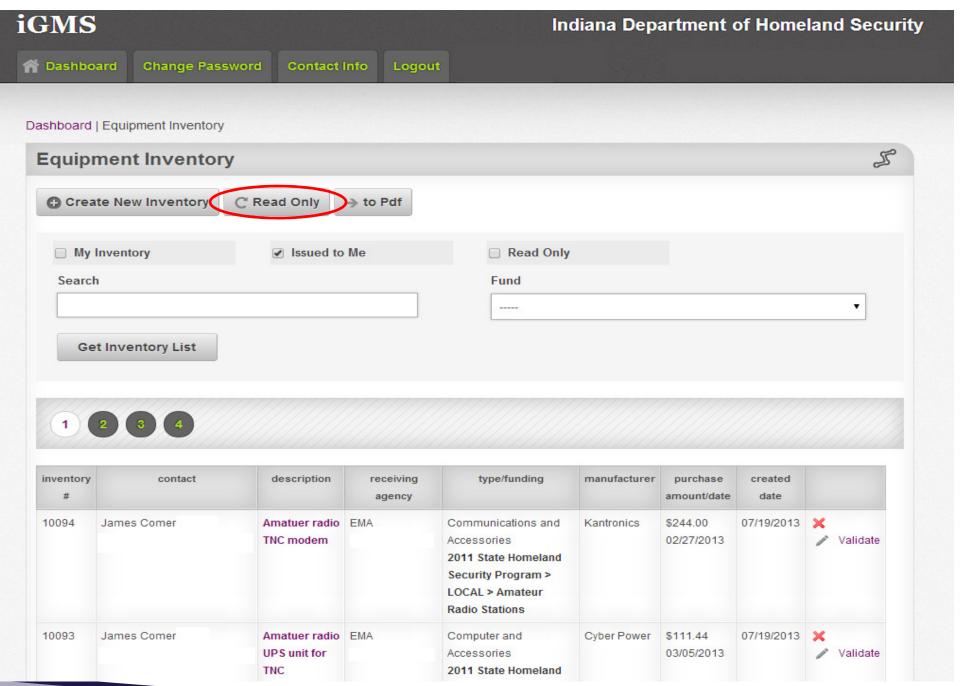
% funded with grant

tracking id

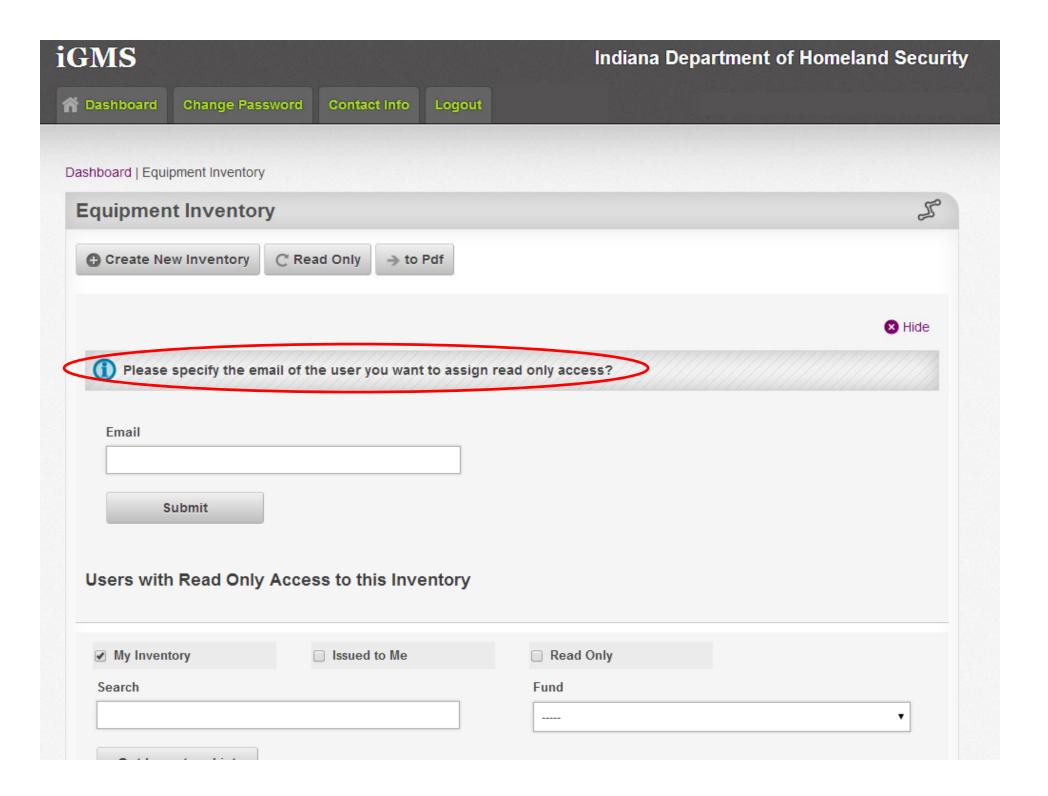
10083	James Comer	Yaesu 2 meter radio	EMA	Communications and Accessories 2007 State Homeland Security Program > LOCAL > RACES Enhancement	Yaesu	\$129.00 06/02/2009	07/19/2013	X Validat
10082	James Comer	Amatuer radio Alinco DR- 235T	EMA	Communications and Accessories 2007 State Homeland Security Program > LOCAL > RACES Enhancement	Alincon	\$266.00 06/02/2009	07/19/2013	× Valida
10081	James Comer	Amatuer radio Alinco DR- 235T	EMA	Communications and Accessories 2007 State Homeland Security Program > LOCAL > RACES Enhancement	Alincon	\$266.00 06/02/2009	07/19/2013	X ✓ Valida
9232	James Comer	Lectern (EOC)	EMA	Other 2011 Emergency Management Performance Grant > LOCAL > 2012 EMA Competitive	Amplivox	\$999.00 01/08/2013	02/08/2013	X ✓ Valida
9231	James Comer	Power inverter EMA 1Command Truck	EMA	Mobile Command 2011 Emergency Management Performance Grant > LOCAL > 2012 EMA Competitive	GO 600 Watt Power Inverter	\$650.00 01/07/2013	02/08/2013	× Validat
9230	James Comer	HP6570B Laptop	EMA	Computer and Accessories 2011 Emergency	HP	\$870.61 01/02/2013	02/08/2013	× Valida











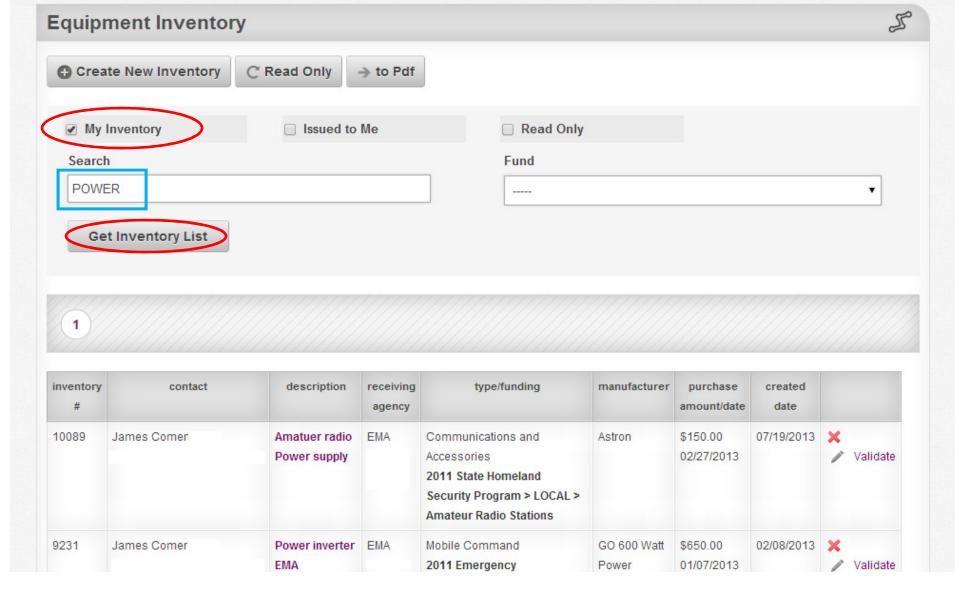


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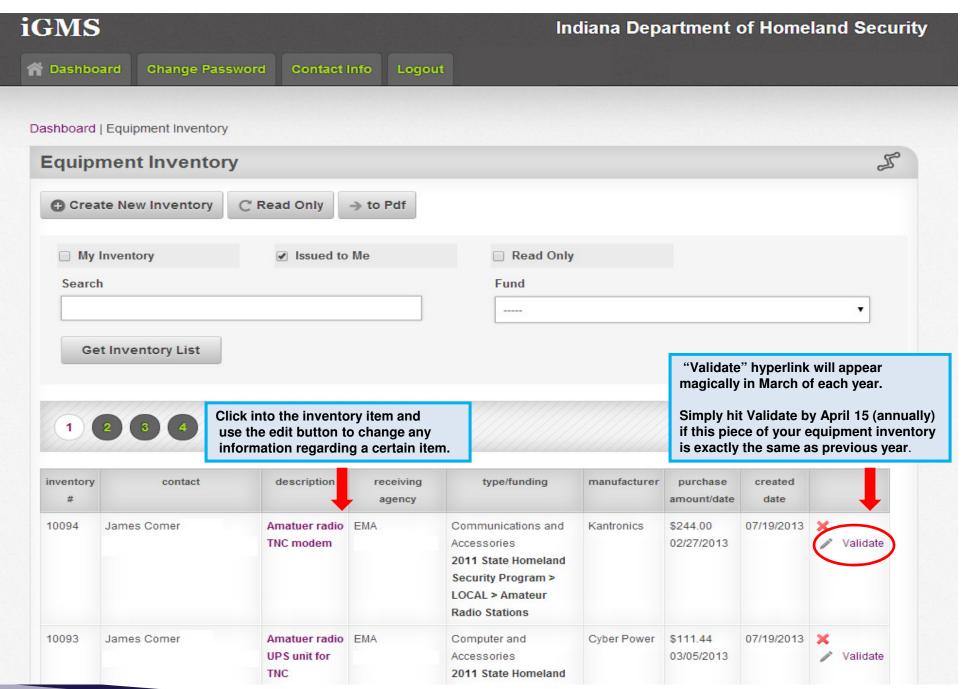


2011 Emergency Management

Performance Grant > LOCAL >

03/08/2012

Validate





Stations



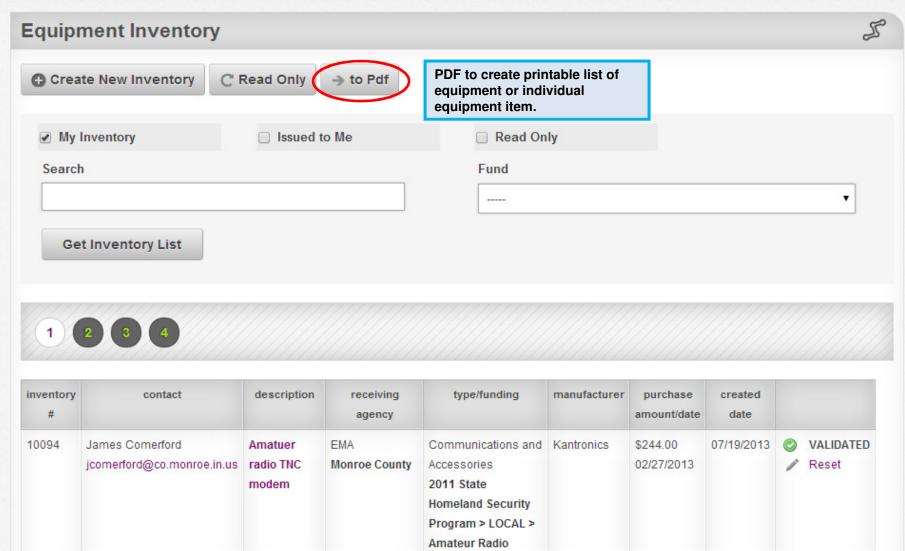
Dashboard

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Dashboard | Equipment Inventory



Stations

Annual Documentation Requirements

- Validate/Reconcile records
- Control system sent to IDHS Grants Management



Validate/Reconcile Records Annually

- If you have kept your records on a spreadsheet:
 - Verify what equipment you still have. Sign and date.
 - Send to IDHS
- If you have kept your records in the iGMS:
 - Validate box next to each equipment item.





Control System

- A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage or theft shall be investigated and fully documented and made a part of the official project records.
- Adequate maintenance procedures shall be developed and implemented to keep the property in good condition.
- A sub-recipient must submit a description of its control system and send a copy to IDHS grants management every year, no later than *April 15*.





Required Equipment Marking

- Federally funded equipment must be marked prominently when practicable.
- According to the Homeland Security Grant Program (HSGP) grant guidance – equipment must be marked with the following phrase:
 - Purchased with funds provided by the U.S.
 Department of Homeland Security





Equipment

- In case of any ambiguity, conflict or inconsistency between any IDHS Information Bulletins and the Grant Agreement between IDHS and the recipient, the provisions of the grant agreement take precedence.
- Federal guidance varies for different grant years.
- Increased values in smaller items creates need for strict oversight.





Contact

Thank you for your participation!

Cindy Battiato (317) 234-5959 cbattiato@dhs.in.gov

Or contact a member of the IDHS Grants management staff at: (317) 234-5917 or grants@dhs.in.gov

Resources:

- IB 12.G002 Revised
- 44 CFR 13.32(e)





INDIANA DEPARTMENT OF HOMELAND SECURITY 302 West Washington Street Room E208 Indianapolis, IN 46204

